

## Finish the tasks

If a task has been completed by an employee, it must be completed in T!M for continuing the process. A task can be completed in the Clients on 4 different ways :

### Properties

If you are in **Properties** of the task you can use the button **Finish task** for closing the task.

### Smartform

If the smartform is open you can save the smartform and also complete the task with the button **Save form and finish task**

The screenshot shows a Smartform interface with the following fields:

- Vertrieb** section:
  - Vertrieb \*: A dropdown menu labeled "Bitte auswählen..." with a red border.
  - Kunde \*: A text input field containing "fd".
  - Konditionen: A large text area.
  - PoC zur Verfügung gestellt bis \*: A date input field showing "04.06.2014".
  - Projektleiter \*: A dropdown menu labeled "Bitte auswählen..." with a red border.
  - Projektleiter**: A section header.
  - PoC Inhalte: A large text area.
  - Entwickler: A dropdown menu labeled "Bitte auswählen..." with a red border.
  - Prozess abgenommen: A radio button group with "Ja" checked (highlighted with a red border) and "Nein".
  - Bemerkung: A large text area.
  - Server notwendig: A radio button group with "Ja" checked (highlighted with a red border) and "Nein".
- Support** section:
  - Server Info: A large text area.

At the bottom of the form, there are two buttons:

- Save form and finish task** (highlighted with a green background and a red arrow pointing to it)
- Save**

### List

With the list of the tasks one or more tasks can be completed directly. The corresponding checkbox

must be clicked. By tapping the control key it is possible to select multiple tasks, which turn green then, and to close them.

The screenshot shows a software interface with a navigation bar at the top: Activities, Tasks, My Tasks, and My finished Tasks. Below this is a search bar with dropdown menus for Task, Actor, and Group. A table lists a single task named 'Freigabe' under the 'Task' column, with '-' under 'Actor' and 'HR' under 'Group'. To the right of the table is a toolbar with several icons, one of which is highlighted with a red box: a small square containing a diagonal line, typically used for deleting items.

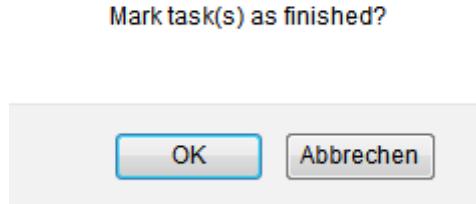
## Context menu

It is also possible to finish a task via the context menu, which you can reach by right-click the task.



## Confirmation

However, before a task can be closed, a confirmation window opens for avoiding any incorrect entries.



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